

## POSITION STATEMENT

1. POSITION INFORMATION	
CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
<b>Principal Compliance Representative</b>	Principal Compliance Representative
NAME OF INCUMBENT:	POSITION NUMBER:
	280-767-8622-xxx
OFFICE/SECTION/UNIT:	SUPERVISOR'S NAME:
Anaheim Area Collection Office	
DIVISION:	SUPERVISOR'S CLASSIFICATION:
Collection Divison	Tax Administrator I
BRANCH:	REVISION DATE:
Tax	1/4/2022
<b>Duties Based on:</b> <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT– Fraction _____ <input type="checkbox"/> INT <input type="checkbox"/> Temporary – _____ hours	
2. REQUIREMENTS OF POSITION	
<b>Check all that apply:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required  <input type="checkbox"/> May be Required to Work in Multiple Locations  <input checked="" type="checkbox"/> Requires DMV Pull Notice  <input checked="" type="checkbox"/> Travel May be Required         </div> <div style="width: 50%;"> <input type="checkbox"/> Call Center/Counter Environment  <input checked="" type="checkbox"/> Requires Fingerprinting &amp; Background Check  <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>)  <input type="checkbox"/> Other (<i>specify below in Description</i>)         </div> </div>	
<b>Description of Position Requirements:</b> (e.g., qualified Veteran, Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.)	
Occasional travel is required for Field Calls, trainings and meetings, which on rare occasion may require an overnight stay.	
3. DUTIES AND RESPONSIBILITIES OF POSITION	
<b>Summary Statement:</b> (Briefly describe the position's organizational setting and major functions)	
<p>Under the general direction of a Tax Administrator I, the Principal Compliance Representative (PCR) acts as a highly-skilled, independent, technical specialist and/or Subject Matter Expert (SME) on the most egregious employers involved in tax schemes and the underground economy and sensitive, controversial and the most complex projects/cases pertaining to statewide compliance practices, policies, and legal issues. The incumbent independently develops, evaluates, and/or makes recommendation of policies and procedures for collection and legal issues involving the most difficult high profile, criminal, fraud and sensitive cases. In addition, the incumbent performs ongoing complex analysis and gathering of data to recognize patterns and trends in the noncompliant employer population and applies best practices in the recovery of delinquent payroll taxes.</p> <p>The incumbent must possess the most advanced knowledge of the Tax Branch employment tax program, statutes, regulations, compliance policies and procedures, enforcement authorities, and nonconventional recovery strategies. The PCR will handle the most sensitive issues in a highly professional and expedient manner using tact and a high degree of good judgment.</p>	

Percentage of Duties	Essential Functions
40%	Serves as a consultant to management and compliance staff by providing assistance and guidance on the most complex cases with complicated legal issues. Cases are resolved through extensive investigation and collaboration with Field Audit and Compliance Division, Investigation Division, EDD Legal, Attorney General, District Attorneys, the California Highway Patrol and local law enforcement. Spends a substantial amount of time resolving cases due to the complexity of issues involved. Cases include investigations on the most egregious employers involved in tax schemes and the underground economy and sensitive, controversial and the most complex projects/cases pertaining to statewide compliance practices, policies, legal issues and complicated audits involving multiple entities and assessments with the California Unemployment Insurance Code (CUIC) Section 1128 penalty. Activities include but are not limited to contacting the employer, verifying entities, skip tracing, conducting field calls, issuing warrants for the seizure and sale of real property, interviewing employees, completing the most complex CUIC Sections 1137, 1733 and 1735 investigations, Vertical Unity of Enterprise determinations, Criminal Citations, Compliance Complaints, and reviewing Compliance Development Operations reports, audit reports, financial data and legal documents.
35%	Evaluates, develops and recommends policies and procedures for the recovery of delinquent liabilities and legal issues involving high-profile, criminal, and sensitive cases. Communicates effectively with management and compliance staff and provide them with program technical support and investigative assistance on complex cases and issues. Acts as the Department SME on tax hearings with the California Unemployment Insurance Appeals Board and assist management and compliance staff in the preparation for hearings.
10%	Investigates, studies, and analyzes historical and current information to identify delinquent accounts and recommends management and compliance staff the application of best practices in the collection of outstanding tax liabilities based on similar attributes. Performs ongoing analysis and data gathering to recognize patterns and trends in the noncompliant employer population. Participates in inter-divisional, Branch, and Departmental special projects related to the most highly sensitive and complex compliance issues.
10%	Conducts field calls to obtain additional asset and business information in cases where involuntary collection action may be necessary, and secure information from available sources in order to make accurate estimated assessments when warranted.  Process large cash payments received at Field Offices, includes all activities related to processing and securing cash payments and properly applies payments to employer accounts.
Percentage of Duties	Marginal Functions
5%	Performs other duties as assigned.
<b>4. WORK ENVIRONMENT</b> <i>(Choose all that apply)</i>	
Standing: Occasionally - activity occurs < 33%	Sitting: Continuously - activity occurs > 66%
Walking: Occasionally - activity occurs < 33%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Not Applicable - activity does not exist
Lifting: Not Applicable - activity does not exist	Bending/Stooping: Not Applicable - activity does not exist
Other: <i>Click here to enter text.</i>	

**Civil Service Classification**  
Principal Compliance Representative

**Position Number**  
280-767-8622-xxx

**Type of Environment:**

☐ High Rise   ☒ Cubicle   ☐ Warehouse   ☐ Outdoors   ☐ Other:

**Interaction with Customers:**

☐ Required to work in the lobby   ☐ Required to work at a public counter  
☒ Required to assist customers on the phone   ☒ Required to assist customers in person  
☒ Other: May occasionally be required to work at a public counter or assist customers in person.

**5. SUPERVISION EXERCISED:**

(List total per each classification of staff)

N/A

**6. SIGNATURES**

**Employee's Statement:**

*I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Position Statement.*

Employee's Name:

Employee's Signature:

Date:

**Supervisor's Statement:**

*I have reviewed the duties and responsibilities of this position and have provided a copy of the Position Statement to the employee.*

Supervisor's Name:

Supervisor's Signature:

Date:

**7. HRSD USE ONLY**

**Personnel Management Group (PMG) Approval**

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	PMG Analyst Initials	Date Approved
<input checked="" type="checkbox"/> Exceptional allocation, STD-625 on file.	JL	1/4/2022

**Reasonable Accommodation Unit use ONLY** (completed after appointment, if needed)

*If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit to Human Resource Services Division (HRSD), Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

**Supervisor:** After signatures are obtained, make 2 copies:

- Send a copy to HRSD (via your Attendance Clerk) to file in the employee's Official Personnel File (OPF)
- Provide a copy to the employee
- File original in the supervisor's drop file